

# **2 FAM 120**

## **UNIFORMITY AMONG THE AGENCIES**

### **2 FAM 121 POLICY**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

a. Uniformity in the treatment of overseas personnel and in overseas administrative practices is a major goal of the Department of State, the Agency for International Development (AID), and the United States Information Agency (USIA).

b. Achievement of uniformity necessitates recognition of each Agency's responsibilities and differing legislative, policy, and organizational restrictions.

### **2 FAM 122 RESPONSIBILITIES**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

Agencies are responsible for uniformity in Washington and in the field.

#### **2 FAM 122.1 Washington**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

a. The Washington offices of State, AID, and USIA are responsible for issuing regulations on uniform administrative practices among the three Agencies (and others, such as the Peace Corps, Department of Defense, etc., whenever feasible).

b. A Joint Regulations Board, composed of the Chief, Directives Branch, Department of State, who is chairperson, and one representative each from AID and USIA, administers the uniform regulations program under direction of the senior administrative officers of the three Agencies.

#### **2 FAM 122.2 Field**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

a. The President's letter of September 23, 1981 (see 1 FAM 013.2), places on the ambassador the responsibility "to oversee the operation of all United States Government programs and activities" in the ambassador's country of assignment.

b. Therefore, after consultation with heads of other Agency missions, the ambassador:

(1) Issues uniform local rules and practices to implement effectively the uniform regulations issued by Washington; or

(2) On administrative matters not covered by uniform regulations from Washington, issues uniform local rules subject to law and to the policies and regulations, if any, separately prescribed by either of the three Agencies' headquarters.

c. Difficulties in adopting uniform local rules and practices because of differences in the Agencies' policies or program requirements should be reported to Washington with suggestions for development of uniform regulations.

d. In drafting messages to Washington on subjects involving uniform regulations, drafting officers should collaborate with counterparts in other Agencies with a view to making the message uniform.

## **2 FAM 123 AND 124 UNASSIGNED**

## **2 FAM 125 BASIC PRINCIPLES FOR OVERSEAS COMBINED ADMINISTRATIVE SUPPORT SERVICES**

### **2 FAM 125.1 General**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

a. Under the direction of the ambassador, who is responsible for the supervision and coordination of all activities of the United States diplomatic mission in the country of the ambassador's assignment, the Department of State, the Agency for International Development, the United States Information Agency, and other U.S. Government Agencies participate, where practical, in joint arrangements to provide required levels of administrative support services to their personnel assigned overseas.

b. Administrative support at diplomatic missions is normally provided by the Department of State. However, at specific missions where another Agency may be in the best position to provide certain administrative support services to other Agencies, such an Agency with Washington approval may be delegated responsibility for providing these services.

### **2 FAM 125.2 Criteria/Guidelines**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

Combined servicing is encouraged when the criteria that follow are or will be met to the satisfaction of potential participating Agencies.

## **2 FAM 125.2-1 Effectiveness**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

All administrative support arrangements will provide an essential level of service rendered in a manner which is responsive to the needs of the serviced Agencies.

## **2 FAM 125.2-2 Capability**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

Normally, the Agency in the best position, in terms of support personnel at the mission, should provide administrative services to other Agencies. When full consolidation is not practical, cross-servicing which results in economy or improved services is encouraged.

## **2 FAM 125.2-3 Economy**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

Combined services should result in savings to the U.S. Government when it is possible to:

- (1) Reduce or combine staffs, whether supervisory or nonsupervisory, U.S. or local national;
- (2) Eliminate duplicate facilities, such as warehouses, motor pools, office space, or printing plants; or
- (3) Combine the management of expendable and nonexpendable supplies. Nonexpendable supplies and equipment will continue to be purchased by and carried on the inventory of the using Agency.

## **2 FAM 125.3 Methods**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

There are two basic methods of combining administrative support arrangements.

## **2 FAM 125.3-1 Individual Functions**

*(TL:GEN-262; 10-05-1989)*

*(Uniform State/AID/USIA)*

a. Service may be acquired by one Agency from another Agency at post for any individual service:

(1) Where the capacity of the servicing Agency enables it to provide the service;

(2) Where the acquiring Agency does not have and does not wish to develop the capability necessary to provide essential support of this nature; and

(3) When the servicing Agency can provide adequate service at lower cost.

b. Under these circumstances, the administrative element of the serviced Agency maintains a simple contractual relationship with the servicing Agency.

## **2 FAM 125.3-2 Total Support**

*(TL:GEN-262; 10-05-1989)*

*(Uniform State/AID/USIA)*

When essentially all administrative support functions (excluding the AID mission controller function) are performed by one Agency for two or more other major Agencies at post, these services are managed by a joint administrative office (JAO).

## **2 FAM 125.4 Approval**

*(TL:GEN-94; 8-16-67)*

*(Uniform State/AID/USIA)*

Approval authority for entering into joint servicing agreements depends upon the method employed. Under "individual/functional" cross-servicing, chiefs of Agency missions are authorized to enter into arrangements under the criteria specified in section 2 FAM 125.2 . When the degree of service obtained from one other Agency at post meets the level described as "total support," or when formal JAO's are established, Washington approval is required.

## **2 FAM 125.5 Funding**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

Reimbursement to the administering Agency for all combined support arrangements will be made in accordance with the provisions of the Foreign Affairs Administrative Support System (including funding for cross-servicing arrangements). Each Agency directly funds costs from its own allotments for goods and services required solely for the use of that Agency. In this connection, funding of cross-servicing agreements may be handled at post directly between the Agencies concerned.

## **2 FAM 125.6 Staffing**

*(TL:GEN-94; 8-16-67)*  
*(Uniform State/AID/USIA)*

Since the competence of key personnel is the major factor in the success of any combined support organization, qualified individuals are selected without regard to parent Agency and, as appropriate, may be detailed or assigned to the Agency providing the support service on a reimbursable basis. Assignments of key individuals to JAO positions will be cleared by the Washington regional management, executive, or administrative office of appropriate Agencies.

## **2 FAM 125.7 Regulations**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

Major Agencies participating in combined administrative support arrangements will attempt to enlarge the body of uniform regulations which govern the provision of these services. Where an Agency has special legislative authority or restrictions not applicable to other Agencies, the regulation will recognize variations in support.

## **2 FAM 125.8 Washington Backstopping**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

a. Major Agencies participating in combined administrative support arrangements will designate coordinators at the Washington level to whom problems relating to joint servicing can be referred. Specifically:

(1) A single individual will be designated in such Agencies to resolve problems of agency-wide significance that may arise; and

(2) Single representatives, at the regional management or administrative office level, will be designated to respond to operational requirements.

b. A list of Agency representatives will be prepared and maintained by the Office of the Under Secretary for Management in State and made available to the Agencies involved.

c. Responsibility for leadership and coordination of Washington backstopping will rest with the appropriate regional Assistant Secretary of the Department of State, in conformity with the principles of NSAM-341 of March 2, 1966.

## **2 FAM 125.9 Performance Review**

### **2 FAM 125.9-1 Operations**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

All Agencies concerned in combined administrative support arrangements will periodically appraise and review the performance of combined service organizations. Particular attention will be paid to the identification of problem areas and the development of mechanisms to improve the service. Primary responsibility for the maintenance of satisfactory service is vested in the office of the appropriate regional Assistant Secretary of the Department of State.

### **2 FAM 125.9-2 Staff**

*(TL:GEN-262; 10-05-1989)*  
*(Uniform State/AID/USIA)*

Supervisors will rate subordinates in combined support arrangements according to the standards and on the rating forms used by the subordinates' parent Agencies. The ambassador or deputy chief of mission (DCM) will rate the JAO chief. When the DCM is the rating officer, the ambassador will act as reviewing officer. The head of each serviced Agency will provide the

ambassador or DCM with an advisory report to assist in preparing the evaluation. With the exception of AID employees, such an advisory report by the rated member's parent Agency will also be included as an attachment to the evaluation. AID procedures do not permit the use of attachments to the EER. However, written comments on special acts or special performance by AID employees, above and beyond those normally treated as evaluation factors in the yearly EER, may be forwarded for review and possible inclusion in the employee's evaluation folder as a separate exhibit.

## **2 FAM 126 THROUGH 129 UNASSIGNED**